

Transportation Supervisor Monthly Checklist

Month:	Year:	Name:	Yes:	N/A:	Comments:
GENERAL:					
Update website, student handbook, parent letter, driver manual, department forms.					
All complaints have been logged, investigated, shared with Director of Schools on time.					
Monthly shop inspection.					
Remove/add buses from THP Bus Inspection website.					
Make sure mechanic on-call schedule is set.					
Process any accidents (insurance, reports, body shop/garage, THP)					
Inspect turnarounds/stops that are new or have received complaints.					
Monthly transportation staff/mechanics meeting.					
Monthly board meeting. Prepare Notes.					
All transportation information in Skyward is up to date for upload to state website.					
Ensure state report is complete in July and let Dir. Of Schools know it needs to be signed off on and reported to the state by July 10.					
4 hours of annual transportation supervisor training logged (or Entry Level TS training)					
BUSES:					
Schedule bus inspections if needed.					
Check on Extended Use Buses inspection/payment/retirement schedule.					
All work orders are being filled out/turned in properly.					
All driver mechanical issues are being inspected/repared.					
Randomly check buses for damage, cleanliness, fluids, tires, paperwork.					
All routes are up to date, a copy is on each bus, and all routes are less than 1.5 hours.					
All drivers have blank accident forms on bus (insurance report, rider information, sign-out)					
All drivers have emergency numbers and student contact information on bus.					
All new buses have a bumper sticker for safety reporting.					
All buses/vehicles have a key fob/tag/lock box.					
Bus conduct forms are being investigated and followed up on appropriately/timely.					
Pre/post trip inspection forms are filled out properly and turned in.					
Log all trips, process, notify driver, notify trip leader, obtain parking passes if needed.					
Prepare/Schedule in-service training for summer driver/monitor/sp.ed. asst.					
All Pre-K sign in/out logs are completed correctly.					

